



**AMERICAN
UNIVERSITY
OF BEIRUT**

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OFFICE OF THE REGISTRAR

January 17, 2024

Dear Faculty Members,

As you know, AUB has the responsibility through its institutional accreditor, the Middle States Commission on Higher Education, to ensure that the assigned credit hour is consistent with the standards established by the U.S. Department of Education. For regular classes, this amounts to one 50- to 60-minute class, lecture, or recitation in a 60-minute period per credit for approximately fifteen weeks per semester.

For some years now, we have noticed the increasing encroachment of formal and informal holidays and closings on the contact hours of our spring-term courses, particularly those given on Mondays, Wednesdays, and Fridays (MWF—normally scheduled for 50 minutes each) when compared to those given on Tuesdays and Thursdays (TR—normally scheduled for 75 minutes each). Faculty members have a responsibility to ensure that the students receive the minimum number of contact hours required by our accrediting bodies for the credit hours for which they are registered.

The Senate, in its meeting on December 15, 2023, discussed a proposal by the Vice-Provost and Registrar to implement mitigation measures for this issue in spring 2023-24. On January 11, 2024, the Board of Deans approved the implementation of the following across all faculties/schools:

- Offer the full Monday schedule as is on Saturday, February 3
- Offer the full Wednesday schedule as is on Saturday, February 17
- Offer the full Friday schedule as is on Saturday, March 16

In addition to minimizing the gap between the MWF and TR schedules, these measures aim to reduce the burden on faculty members to handle the scheduling of additional make up sessions for their courses on an individual basis.

The faculties/schools will ensure that support staff required to implement this change to our schedule are available on the specified days. For any further question in this regard, please contact your department.

Kind regards,

Office of the Registrar
